

# MINUTES OF ANDERTON WITH MARBURY PARISH COUNCIL

Held on Tuesday 31 May 2022 at Anderton Memorial Hall at 6.45pm

## Attendance:

Councillors: Brewin, Byram, Green, Hynes, Walmsley and Wells from Item 6 onwards

Also in attendance: Nigel Parton (Clerk)

## 1 Election of Chairman and Vice Chairman

### Resolved:

(a) That Councillor Helen Brewin was elected as Chairman of the Parish Council for the Civic year 2022-23; and

(b) That Councillor Catharine Walmsley was elected as Vice Chairman of the Parish Council for the Civic year 2022-23.

## 2 Open Forum/ Submissions from the public

There were no submissions received from the public.  
Two members of the public attended the meeting.

## 3 Attendance

There were no apologies for absence.

## 4 Declarations of Interest

There were no declarations of interest in respect of any items on the agenda.

## 5 Minutes of Parish Council Meeting held on 19 April 2022

### Resolved:

That the minutes from the meeting held on 19 April 2022 were approved as a correct record.

## 6 Co-Option of Parish Councillor

The Clerk confirmed that following the vacancy arising from Councillor Oliver Hynes' resignation, the relevant statutory procedures had been followed and the Parish Council could if it so wished co-opt a person onto the Parish Council to fill that vacancy. The Parish Council had previously received a CV / Personal Statement from Amanda Wells of Bramhalls Park. Amanda introduced herself and gave a brief overview of her CV and after an informal

discussion all Parish Councillors were in agreement to co-opt Amanda Wells onto the Parish Council.

**Resolved:**

That Amanda Wells be co-opted onto the Parish Council with immediate effect.

**7 Councillor Bereavement**

The Chair reported the very sad news in respect of serving Councillor David Bullock who sadly died on 13<sup>th</sup> May 2022. Specific Councillors confirmed their attendance at David's funeral which would take place on Friday 10<sup>th</sup> June 2022.

The Parish Council agreed to install a bench / seat with a plinth to be located at the Memorial Hall in David's name as a lasting token of his dedication to the Parish Council. It was noted that departing Councillors Hynes and Byram would like to be invited to attend any planned unveiling of the bench.

**Resolved:**

That the specific details of the bench, the inscription and location would be agreed at the next meeting on Wednesday 27<sup>th</sup> July 2022 with a view to getting the bench installed by the end of the summer.

**8 Clerk's report**

The Council received a verbal report from the Clerk on the following matters and:

- It was confirmed that the 3 Parish Council vacancies would be advertised together in conjunction with CWaC with effect from week commencing 13<sup>th</sup> June 2022;
- The incumbent Councillors agreed to further discuss the Parish Clerks vacancy and provide a proposed way forward by Friday 10<sup>th</sup> June 2022;
- It was confirmed that the Clerk Nigel Parton would be leaving the Parish Council on 30<sup>th</sup> June 2022 to pursue a new role;
- Receipt of both VAT return sums were noted;
- A quote received by the Clerk for a trolley to move the tables around the Memorial Hall was noted, but the Council agreed to delay the purchase of a trolley and instead pursue an approach of implementing relevant manual handling training.

**9 Year End Internal Audit**

The Council received a detailed written update in respect of the recent Internal Audit and it was agreed that:

- Salary payments to the clerk are made directly to the Clerk by the Parish Council and the payroll provider should only receive payments for their administration fees due as per their invoice;

- Salary payments to the Clerk are made monthly as opposed to quarterly as this won't raise any National Insurance issues;
- The documentation relating to the £2000 grant received for the SID device be collated with the documents for the year and Cllr Brewin passed the relevant information to the Clerk to be held on the file.
- The Clerk would send off the AGAR documentation by recorded delivery by Friday 11<sup>th</sup> June 2022

Additionally, it was noted that the Auditor formally recorded some concerns on the AGAR return stating that the payroll provider had not managed the National Insurance Contributions correctly for the last tax year.

## **10 Correspondence**

The Clerk stated that there was no further correspondence from him for consideration.

## **11 Finance**

The Clerk stated that a detailed income and expenditure statement for 2022/23 would be presented to the July meeting.

### **Resolved:**

**(a)** That the following payments were approved:

- £105.90 to Oliver Hynes for Website Expenses;
- £100.00 to Chris Swallow Internal Audit Fee – 2021/22;
- £288.00 to Nigel Parton Clerk as an ongoing monthly Salary commencing from 1 May 2022 to be paid monthly (note - the Clerk's leaving date of 30<sup>th</sup> June 2022);
- £16.30 to Clerk for Postage & Stationery Expenses;
- £643.21 to Zurich - Annual Renewal of Insurance;

## **12 Any other Business**

The Parish Council formally thanked Councillors Mib Byram and Rebecca Hynes for their significant contributions, commitment and dedication to the Parish Council over many years.

Cllr Brewin agreed to prepare something possibly involving the Northwich Guardian to raise the issue surrounding Soot Hill to try to encourage CWaC to accelerate the proposed repairs timetable.

## **13 The date for the next meeting was confirmed as Wednesday 27 July 2022 at 6.30pm**

The meeting closed at 7.30pm

## **ACTION LIST – MEETING 31 MAY 2022**

<b>MINUTE</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DATE</b>
<b>6</b>	Co-option of Amanda Wells onto the Parish Council – Clerk to notify CWaC	<b>Clerk</b>	<b>10/06/22</b>
<b>7</b>	Memorial Bench – To be discussed further at the next meeting	<b>Clerk / All</b>	<b>27/07/22</b>
<b>8 (a)</b>	Clerk to liaise with CWaC to commence the process to fill the 3 Parish Council vacancies	<b>Clerk</b>	<b>14/06/22</b>
<b>8 (b)</b>	Chair to propose a solution / way ahead to fill the pending Parish Clerk vacancy	<b>Cllr Brewin / All</b>	<b>17/06/22</b>
<b>9</b>	Clerk to send of the AGAR forms submission by Tracked Post	<b>Clerk</b>	<b>10/06/22</b>
<b>11</b>	Clerk to make the Payments as per the agreed schedule	<b>Clerk</b>	<b>10/06/22</b>
<b>12</b>	Chair to prepare some publicity / raise awareness regarding the ongoing Soot Hill Closure	<b>Cllr Brewin</b>	<b>30/06/22</b>